

BEMIDJI AREA SCHOOLS
POSITION JOB DESCRIPTION

ORIGINATION DATE 7/16/1985
 LAST REVISION DATE 7/2002
 BAND & GRADE E-9-2-23

POSITION TITLE Director of Human Resources

IMMEDIATE SUPERVISOR Superintendent of Schools

Job Summary (Basic Purpose of Position)

The most critical aspect of this position is that of employing the very best staff available in all positions. Another important function is that of creating, developing and administering all personnel functions. When this is done properly, it creates an atmosphere where curriculum and instruction, our most important function, can flourish.

SUPERVISOR

EMPLOYEE

NOTE: The signature of the supervisor and employee indicates they have read this job description and agree with its contents.

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D, W	WC	NECESSARY SKILLS, KNOWLEDGE, ABILITIES What You Have to Know to Accomplish Duty of Function	PERFORMANCE STANDARDS How Will You Know the Job is Done?
NOTE: LIST EACH MAJOR JOB FUNCTION PRIOR TO LISTING OF ROUTINE DUTIES, SKILLS AND PERFORMANCE STANDARDS					
1.00 DIRECT PERSONNEL FUNCTIONS OF THE DISTRICT EMPLOYMENT PROCESS 1.01 Supervise personnel functions. a. Seeks approval for positions from School Board b. Utilize proper posting procedures. c. Supervise completion of all personnel files. d. Screen applicants. e. Arrange for interviews. f. Participate in the interview process (SRI). g. Recommend candidates for employment. h. EEO and Title IX compliance office. (1) Formulates and monitors district A/A Plan. Human Rights.	B C C B D A F F E			Knowledge: 1. EEOC Rules & Regulations. 2. Provisions of PELRA. 3. Provisions of applicable state statutes. 4. Provisions of applicable School Board regulations. 5. Staffing needs of all schools. 6. Theory of organization. 7. Theory of leadership. 8. Personnel administration. 9. Decisions making process. 10. Theory of supervision. 11. Personnel policies, contracts and negotiated agreements. 12. Negotiations procedure and economic conditions. Ability to: 1. Organize time & resources.	1.01 All policies, procedures, state and federal laws and licensing requirements are being met. a. Proper procedures are used in seeking the approval for new positions. b. Positions are posted according to contract agreements and equal employment guidelines. c. Personnel files are complete and accurate. d. Screening techniques have been utilized that seek out most qualified candidates. e. Interview schedules are established within district guidelines. f. SRI perceivers are properly given and data properly utilized. g. The most qualified candidates are recommended for employment in a timely and appropriate manner. h. EEO and Title IX guidelines are followed by all district supervisory personnel. (1) Dist A/A Plan is

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<ul style="list-style-type: none"> i. Monitor applicant files for all positions. j. Maintain applicant files for all positions. k. Establish and monitor employment process for licensed and non-licensed staff. l. Notifies candidates who were not selected. <p>1.02 Work with principals and Superintendent concerning vacancies and transfers.</p> <ul style="list-style-type: none"> a. Supervise voluntary and involuntary transfers. <p>1.03 Maintain skills in administering the SRI.</p> <p>1.04 Prepare staff reduction process.</p> <p>1.05 Direct preparation of agenda items from Human Resources division for School Board Meetings.</p> <p>1.06 Goal setting:</p> <ul style="list-style-type: none"> a. Short and long range planning for personnel. b. Assist in the development of school policy. <ul style="list-style-type: none"> c. Creates and revises personnel related policies. d. Attend and call meetings of district supervisors. <p>1.07 Contract management:</p> <ul style="list-style-type: none"> a. Manage all employee contracts. 	<p>B</p> <p>A</p> <p>E</p> <p>A</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p> <p>D</p> <p>F</p> <p>F</p> <p>F</p> <p>A</p>			<ul style="list-style-type: none"> 2. Relate to people. 3. Negotiate successfully. 4. Interpret financial data. 5. Formulate contract language. 6. Communicate effectively. 7. Work under stress. 8. Speak and write effectively. <p>Skills of:</p> <ul style="list-style-type: none"> 1. Calculator operation. 2. Computer functions. 	<p>approved by Superintendent and School Board and is on file with the Commissioner of Human Rights.</p> <ul style="list-style-type: none"> i. All employees requiring licensure are licensed in a timely and appropriate manner. j. Applicant files are being maintained. k. All staff are employed according to the established written process. l. Candidates who did not receive an offer of employment are notified in a timely and appropriate manner. <p>1.02 Vacancies and transfers are completed in a timely and appropriate manner.</p> <p>1.03 SRI skills are maintained.</p> <p>1.04 State law is being followed in the unrequested leave of absence process.</p> <p>1.05 Agenda items are prepared in a timely and appropriate manner.</p> <p>1.06</p> <ul style="list-style-type: none"> a. Evidence of appropriate short and long range planning in present. b. Advice given in leadership council and School Board strategy sessions helps the school district meet its goals. c. Policies are updated and created when appropriate. d. Regular meetings are held with other supervisors and the results reduced to formulation of action and/or written recommendations. <p>1.07</p> <ul style="list-style-type: none"> a. Contracts have been administered properly during the year in accordance with their intent.
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b. Process employee grievances.	F				b. Grievances are processed in a timely and appropriate manner.
1.08 Negotiations:	D				1.08
a. As assigned, serve as chief negotiator in many situations.	F				a. Assigned tasks are being completed and appropriately written communications are made meeting notices and press releases.
b. Generate financial information for negotiations.	N/A				b. Accurate financial information was generated.
1.09 Evaluations:	B				1.09
a. Develop and maintain an evaluation process for non-licensed personnel.	F				a. An up-to-date evaluation process is on file for non-licensed staff.
b. Supervise the evaluation of probationary staff.	F				b. Monitor state rules and local SBRs relative to probationary staff.
c. Supervise the Employee Discipline Program.	F				c. If employee discipline procedures are not completed within deadlines established or in accordance with deadlines established, appropriate remedial action is taken.
1.10 Participate in personal and professional growth activities.	N/A				1.10 Appropriate professional growth is presented.
1.11 Address personal needs and fairness issues of employees as they impact upon the organization.	D				1.11 Human Resources department investigates fairness issues.
1.12 Administer the Employee Assistance Program.	C				1.12 Employee Assistance Program is properly administered.
1.13 Communicate salary and fringe benefit changes to the Business Office.	C				1.13 Personnel changes are reported to the Business Office in a timely and accurate manner.
1.14 Formulate and monitor Human Resources budget.	E				1.14 Human Resources budget is prepared in a timely and appropriate manner.
1.15 Implement MN Pay Equity Act:	E				1.15 Pay Equity was implemented in a timely and appropriate manner with all employees.
a. Recommend salary for hourly employees not part of a group.					
1.16 Supervise substitute staff program.	C				1.16
					a. Substitutes are provided in a timely and accurate manner.
					b. Substitute manual is updated when necessary.

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1.17 Supervise payroll services.	D				1.17 a. Goals and objectives are clearly communicated to staff, students and community.
1.18 Supervise the development and updating of job descriptions – chair banding committee.					1.18 Has an up-to-date file of job descriptions for all personnel.
1.19 In cooperation with other district directors, plan for staff development activities.	F				1.19 Staff development activities are being carried out in accordance with district goals.
1.20 Monitor lane advancement process for teachers.	B				1.20 All lane advancements are approved according to school district contract agreement.
2.00 PERFORM SPECIAL ASSIGNMENTS AS DIRECTED BY SUPERINTENDENT					
2.01 Serve as curriculum liaison person for district with Department of Children, Families & Learning.					2.01 All communication with the Department of CFL enhanced the image of the school district.
2.02 Act as the administrative liaison with Bemidji State University.	C				2.02 All communication with BSU enhance the image of the school district.
2.03 Attend all School Board meetings.					2.03 Attends all School Board meetings unless excused by the Superintendent.
2.04 With cabinet, is the legal liaison with school counsel.	F				2.04 Assigned tasks are completed to the satisfaction of the Superintendent.
2.05 Monitor data privacy.					2.05 Data privacy rules are followed.
2.06 As assigned.					
3.00 DEVELOP AND ADMINISTER THE FOLLOWING EDUCATION BUDGETS					
3.01 Develop and administer budgets for: a. Indian Education Program b. Drug & Alcohol Grant c. Violence Grant d. Homeless Grant	E				3.01 Budgets have been developed and administered with regard to district accounting, budget and purchasing procedures.
3.02 Prepare and submit state and federal financial budget reports for the programs listed above.					3.02 Required reports are correctly completed by established deadlines.
3.03 Recommend Board policy as it relates to state and federal program responsibilities.					3.03 School board policy has been recommended.
3.04 Advise the Superintendent on district compliance with state and federal laws.					3.04 Superintendent has been made aware of areas where the district is not in

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<p>3.05 Supervise the following:</p> <ul style="list-style-type: none"> a. Drug and Alcohol Abuse b. Indian Education c. School Nurse d. Homeless e. Violence f. Home School g. Open Enrollment <p>3.06 Conduct evaluations on staff assigned.</p> <p>3.07 Serve as authorized LEA representative for federal programs.</p> <p>3.08 Supervise the completion of all required reports relating to state and federal programs.</p> <p>3.09 Attend technical assistance programs and workshops.</p>					<p>compliance with state and federal laws and regulations regarding supervised programs.</p> <p>3.05 All assigned programs were supervised in an appropriate manner.</p> <p>3.06 Complete evaluations on assigned staff are on file on July 1 of each year.</p> <p>3.07 Attendance as LEA representative to federal programs is reflected in minutes.</p> <p>3.08 All reports are completed and submitted on time to the program agency.</p> <p>3.09 Workshops were attended and information disseminated to program supervisors.</p>
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